



STATE OF ILLINOIS
Executive Ethics Commission
401 S. Spring
William Stratton Building Room 513
Springfield, IL 62706

<http://work.illinois.gov>

Invites applications for the position of:

PROCUREMENT SYSTEMS MANAGER

An Equal Opportunity Employer

BID ID #: 00000-273

JOB TYPE: Exempt

NUMBER OF VACANCIES: 1

PLAN/BU:

SALARY

\$5,833.00 - \$6,750.00 Monthly

OPENING DATE: 03/30/16

CLOSING DATE: 04/12/16 04:30 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

The Executive Ethics Commission (EEC) of the State of Illinois seeks applicants for the position of Procurement Systems Manager with the Chief Procurement Office (CPO) for General Services.

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission also provides independent oversight of the procurement process. The talented and dedicated staff of the Chief Procurement Office for General Services ensures that the more than \$7 billion in procurements under its jurisdiction are fair, transparent, accountable, and in the best interest of the State.

The Procurement Systems Manager reports to the Chief Procurement Officer for General Services and works with the BidBuy team on a daily basis. This role is responsible for performance and coordination of processes, communication, and activities relating to BidBuy and Illinois Procurement Gateway (IPG) procurement systems, Joint Purchasing Program, and Small Business Set-Aside Program. This position will have the opportunity to be part of an expert team that is leading the skillful implementation of modern and effective procurement systems for the State of Illinois. The procurement systems manager will work with the Chief Procurement Office staff, representatives from other state agencies and other government entities to develop and implement processes for updates and changes to the procurement systems, coordinate communications with vendors, agencies, and other systems, maintain forms and data that will be used to make informed decisions, and supervise the daily activities of the procurement systems staff.

Responsibilities of the Procurement Systems Manager include:

- Collaborates with BidBuy team, Illinois Procurement Gateway system owners, SAP Enterprise Resource Planning system management team, Joint Purchasing Program managers and Small Business Set Aside Program managers to ensure Chief Procurement Officer mandated processes and procedures are accurately executed through the successful functioning of the BidBuy and IPG systems.

- Supports Chief Procurement Office staff, agency procurement staff, other procurement system users, and vendors, through comprehensive understanding of the BidBuy and IPG system functions that support processes and procedures under the Chief Procurement Officer's statutory authority. Exercises judgment and discretion in providing information, guidance, and assistance with procurement system functions for processes and procedures that include: procurement forms, the Illinois Procurement Bulletin, State Use List, Illinois Correctional Industries List, Joint Purchasing Program, prequalification of vendors, and Small Business Set Aside Program vendor registration.
- Assists government agencies and local government units with registration and use of procurement systems including BidBuy and Illinois Procurement Gateway. Meets with representatives of other agencies or with representatives of other governmental jurisdictions to discuss inter-agency issues.
- Manages procurement documents utilized in IPG and BidBuy. This includes contract templates, IFB and RFP templates, forms, attachments, etc., used within the systems. Develops and implements records management program for procurement systems documents.
- Confers with BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers, Small Business Set Aside Program managers, and Chief Procurement Office staff on the integration of program function activities to resolve administrative problems and system function improvements. Works with BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers, Small Business Set Aside Program managers, and Chief Procurement Office staff to distribute information about problems and improvements.
- Works with systems staff and BidBuy team to collect, analyze, interpret, manage, and report data as needed to fulfill routine and/or specific internal and external reporting requests and requirements, and works collaboratively with other units to provide data and analysis as needed to make informed decisions.
- Coordinates development and communication of systems information with BidBuy team, Joint Purchasing Program managers, Small Business Set Aside Program managers, and procurement systems staff. Establishes and maintains ongoing communications with private and public organizations and representatives from offices of other elected officials, state agencies, and local government.
- Manages registration process for all users (vendor and internal). Directs procurement system staff in completing system registrations.
- Investigates, resolves, and / or escalates problems to appropriate manager as needed.
- Manages BidBuy and Illinois Procurement Gateway system updates and maintenance. Develops suggestions for solutions or alternative methods for making updates or changes to the procurement systems. Directs procurement system staff in completing updates and maintenance.
- Manage the training process. This includes preparing and maintaining training materials, (manuals, video demonstrations, Power Point presentations and other training documents). Assists with coordination of training for all users (vendor, internal, administrators). Functions as trainer in the presentation of instructional materials to large groups or to users one-on-one.
- Supervises subordinate staff, plans the work to be accomplished, sets priorities, plans work schedules and sequences of operations to assure an even flow and distribution of work. Prepares, conducts, and signs performance reviews. Provides for employee motivation and development.

MINIMUM REQUIREMENTS

Minimum Requirements:

To become a part of this energetic and exceptional organization the procurement systems manager must possess the following qualifications and skills:

Essential

- Requires a bachelor level degree from an accredited college or university, preferably with courses in public administration, business administration, communications, management, management information systems, operations management, procurement, or other disciplines related to responsibilities of the procurement systems manager. Equivalent

degree or non-degree education, or education plus relevant professional experience may be considered.

- Requires ability to establish and maintain satisfactory working relationships with staff personnel, various state agency representatives and local government officials.
- Must be able to exercise initiative and resourcefulness in meeting objectives.
- Requires excellent organizational and project management skills.
- Requires ability to multitask in order to meet objectives of several projects with concurrent timelines and due dates.
- Requires ability to exercise judgment and discretion in developing, implementing and interpreting policies and procedures.
- Must be able to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Requires working knowledge of the use of computer and desktop software, including Microsoft Windows and Microsoft Office Suite.
- Requires knowledge of computer hardware and software, and possesses familiarity with applications and programming such as JavaScript.
- Must have experience working with databases and possess an understanding of website functionality including working with HTML.
- Must be able to appropriately tailor delivery of information to intended audience including large groups or in a one-on-one setting.
- Requires knowledge of effective staff management principles, supervisory methods, and employee motivation.
- Must possess clear verbal and written communication skills to present ideas that are easy to understand.
- Skilled at providing knowledgeable and effective customer service.

Additional

- A working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the executive branch, legislature, and other state entities.
- Working knowledge of accounting and auditing theory, principles, methods, and procedures.
- Experience with work flow design and process mapping.

Preferences

- At least two years of experience in a public sector position, preferably with State government in general, and familiarity with the state accounting system specifically.
- Two years of public procurement experience.
- Knowledge of the State of Illinois Procurement Code.
- Prior experience implementing a new system for a business or integrating a new system with an organization's operations.
- Familiarity with the principles and methods for training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Possess a competency in compiling, analyzing, and reporting using tools such as SAP Crystal Reports.

WORK HOURS & LOCATION/AGENCY CONTACT

Office Information

The procurement systems manager works in a collaborative environment. Successful members of this team are detail-oriented, energetic, and positive. This position will interact with the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire.

Address: 401 South Spring Street, William Stratton Building,
Springfield, Illinois 62706

Work hours: This is a full-time position with a work week consisting of 37 ½ hours per work during normal business hours.

Benefits: This position is eligible to be a member of the State of Illinois Group Insurance program with generous health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year.

This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

Agency Contact: Executive Ethics Commission
Human Resources Office
401 South Spring Street, William Stratton Building, Room 515
Springfield, Illinois 62706

HOW TO APPLY

How to Apply

Applicants should send the following to the address above:

- A cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- A detailed resume.

Applicants may also submit required information via email to Rebecca.Shuster@illinois.gov.

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations.

The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

401 S. Spring
William Stratton Building Room 513
Springfield, IL 62706

Job #00000-273
PROCUREMENT SYSTEMS MANAGER
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